



# AGENDA

## ASTORIA CITY COUNCIL

December 21, 2015

**\* \* \*6:00 p.m.\* \* \***

2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street · Astoria OR 97103

### **6:00 P.M. CITY BOARDS AND COMMISSIONS RECEPTION**

### **7:00 P.M. REGULAR SESSION**

1. CALL TO ORDER

2. ROLL CALL

3. REPORTS OF COUNCILORS

4. CHANGES TO AGENDA

5. PRESENTATIONS

- (a) Mac Burns regarding Astoria-Megler Bridge 50<sup>th</sup> Anniversary Celebration
- (b) Ian Sisson regarding Parks Master Plan Progress and Community Feedback

6. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) City Council Minutes of 11/16/15
- (b) Boards and Commissions Minutes
  - (1) Library Board Minutes of 11/24/15
- (c) Request for Proposals (RFP) for Audit Services (Finance)
- (d) Authorization to Award Contract for Astoria Aquatic Center Sand Filter Media Replacement and Lateral Repair (Parks)
- (e) 2015 Street End Bridge Repair Project – Construction Contract Award (Public Works)
- (f) Heritage Square EPA Grant – AMEC Contract Amendment (Public Works)
- (g) Authorization to Enter into a Lease Agreement with the Astoria School District (Parks)

7. REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- (a) Resolution Adopting Public Works Department, Engineering Design Standards (Public Works)
- (b) Consideration of Continuance of Appeals AP15-01, AP15-02, AP15-03 by Ron Zilli of the Verizon Permits WCF15-03, V15-03, NC15-03 (Community Development)

8. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

**THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.**



**CITY OF ASTORIA**  
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December 16, 2015

**M E M O R A N D U M**

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF DECEMBER 21, 2015

**PRESENTATIONS**

**Item 5(a): Mac Burns regarding Astoria-Megler Bridge 50<sup>th</sup> Anniversary Celebration**

Mac Burns, Executive Director of the Clatsop County Historical Society, will brief the City Council regarding the plans for the Astoria-Megler Bridge 50<sup>th</sup> Anniversary Celebration. As plans are developing, it is important to have the project endorsed by the City. A budget for the celebration is included and it has been requested that \$9,500 be provided. It would be appropriate to use Promote Astoria Funds for this event.

**Item 5(b): Ian Sisson regarding Parks Master Plan Progress and Community Feedback**

In May of 2015, the Astoria City Council adopted "develop a city parks master plan" as a goal for the 2015-16 Fiscal Year budget. The Parks and Recreation Department is in the process of preparing a Comprehensive Master Plan, with the assistance of RARE AmeriCorps participant Ian Sisson. The plan will establish short and long-term priorities for the Parks and Recreation Department's parks, facilities, operations, and program offerings. Ian will update the Council on the first phase of the project, community engagement and information collection, which will continue through January 2016. The next phase of the project will analyze the information collected, assess the Parks and Recreation Department's level of service, and develop an initial set of recommendations for the Parks and Recreation Comprehensive Master Plan.

**CONSENT CALENDAR**

**Item 6(a): City Council Minutes**

The minutes of the City Council meeting of November 19, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(b): Boards and Commissions Minutes**

The minutes of the (1) Library Board meeting of 11/24/15 is enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 6(c): Request for Proposals (RFP) for Audit Services (Finance)**

The City is required to have an annual audit performed by a Certified Public Accountant (CPA). The current contract is in the first of two option year awards for the Fiscal Year 2014-15 audits currently in process. The Government Finance Officers Association (GFOA) recommends a full-scale competitive process for selection of independent auditors utilizing multiyear contracts. In lieu of awarding the second option year, staff would like to proceed with advertisement for multiyear audit services in order to proactively engage participation of all qualified firms, including the current auditors. With Council approval, staff will begin advertising for audit services in both local and regional publications, for a three year contract beginning with the Fiscal Year 2015-16 audit and two one year renewal options. The Fiscal Year 2015-16 audit would be scheduled to begin July, 2016. Similar to prior Request for Proposals (RFPs), a point system bid process will be utilized to consider firm expertise, audit approach, scheduling and price. The selection process would consist of separate evaluations of applicants by the Director of Finance and Administrative Service, Budget Analyst and a local CPA. The three evaluations will be averaged to determine the successful applicant. Services will include the City and Astor Urban Renewal District audits as well as applicable A-133 audit of aggregate expenditure of Federal Funds. Staff proposes to advertise the RFP no later than February 19, 2016 with a completion of the process by April 8, 2016. Results of the process along with recommendations for selection will be brought to Council in late April or early May. It is requested that Council authorize approval to proceed with the RFP process for audit services.

**Item 6(d): Authorization to Award Contract for Astoria Aquatic Center Sand Filter Media Replacement and Lateral Repair (Parks)**

Staff has noticed sand in the bottom of the Recreation Pool and in the bottom of the drain in the Kiddie Pool. This is an indication that the laterals in the bottom of the two sand filtration units for the pools are damaged and are allowing filter media (sand) to escape the containment of the filters and enter the pool. Once in the pool, sand can be taken into the pump mechanisms, causing degradation and damage that can result in costly failures of equipment. This also indicates that the filters are not performing to their fullest capacity, resulting in poorer water quality and increases in costs for chemical balancing. Staff solicited four companies to remove and dispose of the existing media, replace internal filter components, install new media, and restart the system. It is recommended that the City Council award a contract with The Pool and Spa House for the removal and disposal of existing media, replacing internal filter components, installing new media and restarting the systems for the Astoria Aquatic Center Lap Pool, Recreation/Leisure Pool, Kiddie Pool, and Spa.

**Item 6(e): 2015 Street End Bridge Repair Project – Construction Contract Award (Public Works)**

The City of Astoria has six timber street end structures at the north ends of 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> Streets that are inspected annually by the Oregon Department of Transportation (ODOT) Bridge Department. ODOT inspects the structures and makes recommendations for repairs that will permit the structures to safely remain open. ODOT has conducted inspections for 2015 and has made recommendations for repairs. The repairs recommended to take place are targeting bridge load limits of 3 tons. The repairs are deemed absolutely essential. Staff solicited quotes for the repair work, and has received two quotes as follows:

<u>Contractor</u>	<u>Total Quote</u>
Bergerson Construction	\$36,706
Columbia Dockworks	\$22,505

Staff is recommending that Columbia Dockworks be awarded the contract. Staff is also recommending a project contingency of \$3,495 for additional work that may be required once repairs are under way. The estimated cost for the project is \$26,000, as budgeted in the 2015-2106 Fiscal Year budget, and is proposed to come from the following sources:

Promote Astoria Fund.....	\$13,000
Streets Division, Public Works Fund ...	\$13,000

It is recommended that the City Council authorize the award of a contract to Columbia Dockworks in the amount of \$22,505 for the 2015 Street End Bridge Repair Project.

**Item 6(f): Heritage Square EPA Grant – AMEC Contract Amendment (Public Works)**

The City of Astoria was awarded a United States Environmental Protection Agency (EPA) multi-purpose brownfield pilot grant in 2012 for assessment and cleanup of the Heritage Square site. At the December 7, 2015 Astoria Development Commission (ADC) meeting, the ADC approved the expenditure of \$110,000 for the cleanup of the Heritage Square material including the original \$40,000 match and an additional \$70,000. At the meeting, staff provided an update on the need for additional funding to complete the cleanup of the site. Staff also notified the ADC that a request will be coming before the City Council at the December 21, 2015 Council meeting for authorization to enter into a contract amendment with AMEC for the additional work. The remaining funds within the grant and the additional funds identified in the contract amendment will be used to complete the EPA grant scope of work including Cleanup Implementation, Confirmation Sampling and a Final Cleanup Report. It is recommended that Council execute a contract amendment with AMEC Foster Wheeler, in a total not-to-exceed amount of \$142,325, for Additional Site Cleanup Work for the Heritage Square EPA Grant Cleanup Project.

**Item 6(g): Authorization to Enter into a Lease Agreement with the Astoria Senior Center (Parks)**

In January, 2011 the City of Astoria Parks and Recreation Department began leasing space at Captain Robert Gray School from the Astoria School District to operate Port of Play and the Lil' Sprouts Academy. The leased space included three classrooms and shared use of the gym, playground, and cafeteria for an annual rent \$12,250 which expired in June of 2014. Due to this expired Lease, the Astoria School District and the City of Astoria Parks and Recreation Department have been working to update the Lease to pay the facilities rent for the 2015 calendar year. Since this original Lease, Lil' Sprouts Academy has experienced significant growth and the Astoria School District has willingly adjusted their programming to allow Lil' Sprouts Academy two additional classrooms. These five classrooms now: serve 50-70 children daily, host an enrollment of over 100 children, and has a long waiting list of eager parents. The proposed Lease includes five classrooms, and shared use of the gym, playground, and cafeteria for an annual rent of \$12,000. The Astoria School District and the City of Astoria Parks and Recreation Department have a strong history of partnering to serve the community. Currently the Astoria School District and the City of Astoria Parks and Recreation Department exchange the in-kind resources of gym space for field use, and the City charges for the services at the Aquatic Center for the High School Swim Team. The School District charges for leased space at Captain Robert Gray School for the Parks and Recreation Departments Port of Play and Little Sprouts programming. It is recommended that Council approve the Lease Agreement with the Astoria School District to authorize the payment of \$12,000 for the 2015 calendar year.

**REGULAR AGENDA ITEMS**

**Item 7(a): Resolution Adopting Public Works Department, Engineering Design Standards (Public Works)**

The Public Works Department, with assistance from the firm Plangineering, recently finalized the Engineering Design Standards. The intent of the document is to provide a consistent approach for design professionals to use when designing and implementing public infrastructure improvements or related facilities. Completion and adoption of these standards is anticipated to increase efficiency, reduce staff time associated with development review, and reduce the overall coordination efforts between design consultants and staff. Assistant City Engineer Nathan Crater will provide Council with a brief presentation and will answer any questions that are raised. It is recommended that Council approve the resolution adopting the Public Works Department Engineering Design Standards, and designate authority for interpretation or updates to the City Engineer.

**Item 7(b): Consideration of Continuance of Appeals AP15-01, AP15-02, AP15-03 by Ron Zilli of the Verizon Permits WCF15-03, V15-03, NC15-03 (Community Development)**

Ron Zilli filed appeals on the Planning Commission and Historic Landmarks Commission permits concerning construction of a wireless communication facility tower in Shively Park. A public hearing was scheduled for December 7, 2015. At that meeting, the City Council continued the hearings to the January 4, 2016 City Council meeting at the request of Verizon due to the holidays. Verizon hired a firm to complete new photographic simulations. Due to the holidays and the time involved in preparing the simulations, Verizon was unable to provide the documents to staff in time for the January 4 City Council meeting. Therefore, Verizon has requested that the public hearings on the three appeals be continued to the January 19 City Council meeting. Both Verizon and Mr. Zilli have requested that the City Council consider the request for a continuance at their December 21 meeting rather than wait until the night of the hearing to make a decision. It would be in order for the Council to consider the request for a continuance and, if a continuance is granted, announce the date and time of the new hearing date.